

[Date]

[Title Company/Escrow Agent Name]

[Address]

[City, State, Zip]

RE: Notice of Successful Closing and Commission Disbursement Authorization

Property Address: [Complete Property Address]

Closing Date: [Date of Closing]

Buyer(s): [Name of Buyer(s)]

Seller(s): [Name of Seller(s)]

To the Escrow/Closing Officer,

This letter serves to confirm the successful closing of the aforementioned real estate transaction. Pursuant to the signed listing agreement and sales contract, please disburse the real estate commissions as follows:

Total Commission Amount: \$[Total Dollar Amount]

Disbursement Breakdown:

- **Listing Brokerage:** [Listing Company Name]
Amount: \$[Amount]
Tax ID: [Tax ID Number]
- **Selling/Buyer's Brokerage:** [Selling Company Name]
Amount: \$[Amount]
Tax ID: [Tax ID Number]

Please make checks payable to the respective brokerages listed above and deliver them via [Mail/Pickup/Wire Transfer]. If wiring funds, please refer to the attached wiring instructions.

Should you require any further documentation or have questions regarding this disbursement, please contact me directly at [Phone Number].

Thank you for your assistance in this successful closing.

Sincerely,

[Agent Signature]

[Agent Printed Name]

[Brokerage Name]
[License Number]